

NAME AND ADDRESS OF ATTORNEY:		TELEPHONE NO.:	FOR COURT USE ONLY
ATTORNEY FOR:			
Name and address of court, or branch: SUPERIOR COURT OF CALIFORNIA, COUNTY OF			
Matter of			
CITATION (PROBATE)*			CASE NUMBER:

THE PEOPLE OF THE STATE OF CALIFORNIA,

To (name):

You are hereby cited and required to appear at a hearing in this court on (date):

at (time): in ☐ Dept. ☐ Rm. No.:

located at (address and city):

and to give any legal reason why, according to the verified petition filed with this court:

Dated: Clerk, by _____, Deputy

(SEAL)

NOTICE TO THE PERSON SERVED: You are served

- a. ☐ As an individual.
 b. ☐ As the person cited under the fictitious name of:
 c. ☐ On behalf of:

- Under ☐ CCP 416.10 (Corporation) ☐ CCP 416.60 (Minor)
☐ CCP 416.20 (Defunct Corporation)
☐ CCP 416.40 (Association or Partnership) ☐ CCP 416.90 (Individual)
☐ Other:

- d. By personal delivery on (date):

*Do NOT use for conservatorships or for guardianships of adults.

PROOF OF SERVICE OF CITATION (PROBATE)

(Use separate proof of service for each person served)

1. I served the person cited (name):
with the citation and petition as follows:

a. by serving

- (1) ☐ Person cited.
(2) ☐ Person and title or relationship to person cited (name etc.):

b. ☐ Delivery at ☐ home ☐ business

- (1) date: (2) time:
(3) address:

c. ☐ Mailing: (1) date: (2) place:
(3) address:

2. Manner of service: *(check proper box)*

a. ☐ **(Personal Service)** By personally delivering copies (CCP 415.10).

b. ☐ **(Substituted service on corporation, unincorporated association [including partnership], or public entity)**

By leaving, during usual business hours, copies in the office of the person cited with (name):

and thereafter mailing, by first-class mail, postage prepaid, copies to

the person cited at the place where the copies were left (CCP 415.20(a)).

c. ☐ **(Substituted service on natural person, minor, incompetent or candidate)** By leaving copies at the

☐ dwelling house ☐ usual place of abode ☐ usual place of business of the person cited in the presence of
(name): who was informed of the general nature of

the papers, and thereafter mailing by first class mail, postage prepaid, copies to the person cited at the
place where the copies were left (CCP 415.20(b)). *(Attach separate declaration or affidavit stating acts relied
on to establish reasonable diligence in first attempting personal service.)*

d. ☐ **(Mail and acknowledge service)** By mailing by first-class mail copies to the person cited together with
two copies of the form Notice and Acknowledgment of Receipt and a return envelope, postage prepaid,
addressed to the sender (CCP 415.30). *(Attach completed Acknowledgment of Receipt form.)*

e. ☐ **(Return receipt requested mail service)** By mailing to address outside California, with return receipt requested,
copies to the person cited (CCP 415.40). *(Attach signed return receipt or other evidence of actual delivery
to the person served.)*

f. ☐ **(Other—CCP 413.10, 413.30. Attach separate page if necessary.):**

☐ Additional page is attached.

3. On the copy of the citation served the NOTICE TO THE PERSON SERVED was completed as follows (CCP 412.30,
415.10, and 474):

a. ☐ As an individual.

b. ☐ As the person cited under the fictitious name of:

c. ☐ On behalf of:

Under: ☐ CCP 416.10 (Corporation)

☐ CCP 416.60 (Minor)

☐ Other:

☐ CCP 416.20 (Defunct corporation)

☐ CCP 416.40 (Association or partnership)

☐ CCP 416.90 (Individual)

d. ☐ by personal delivery on (date):

4. At the time of service I was at least 18 years of age and not a party to this action.

5. Fee for service: \$

6. Name, address and telephone number of person serving:

a. ☐ Not a registered California process server (CCP
417.40 ☐ and exempt (Bus & P Code 22350).

b. ☐ Registered:

County,

Number:

c. ☐ California sheriff, marshal or constable

(1) Title:

(2) County:

(3) ☐ Municipal or Justice Court District:

I declare under penalty of perjury that the foregoing
is true and correct and that this declaration is executed
on (date): at (place):
., California.

I certify that the foregoing is true and correct and that
this certificate is executed on (date):
at (place):
., California.

Signature: _____

Signature: _____

The declaration under penalty of perjury must be signed in California, or in a state that authorizes use of a declaration in place of an affidavit; otherwise an affidavit is required.